

FOR RECORDS RETENTION

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 368PAGE
NO. 1.

Requesting Agency

2. Division or Bureau of Requesting Agency

WATER POLLUTION CONTROL COMMISSION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MINUTES

Size: 8½" x 11"

Dates: 1947 - -

Quantity: 2 binders (½ cubic foot)

The Minutes of the Water Pollution Control Commission record the names of persons present at each meeting, summaries of staff reports, important communications received or sent out, policy decisions, and discussions of petitions and hearings. The minutes are mimeographed and the agendas for each meeting are typewritten. The recommendation for this item governs the Director's record set. All other copies retained for distribution purposes are non-record within the meaning of the statute governing non-record material (Article 41, Section 179) Annotated Code of Maryland, 1957 Edition, and may be destroyed when they are no longer needed.

RECOMMENDATION: RETAIN PERMANENTLY.

2. CASE FOLDERS (DISTRICT FILES)

Size: 8½" x 11"

Dates: 1947 - -

Quantity: 11 drawers and 11 boxes (44 cubic feet)

File Arrangement: Separate active and inactive files-
therein by county, type of case,
and alphabetical

Annual Accumulation: 4 cubic feet (estimated)

This file is composed of Case Folders, each of which relates to a

7. Agency, Division or Bureau Representative

Paul W. Mykle
Signature

Director
Title

June 1, 1960
Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

6/1/1960
Date

Marion S. Radell
Archivist

June 6, 1960
Date

William A. Huley
Secretary

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QUINCY FOR RECORDS RETENTION
(Continuation Sheet)

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5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

specific pollution problem involving a company, municipality, or other creator of industrial waste. Within each geographical district, the cases are arranged as to name of industry, municipality, or stream. Records prior to 1956 have been removed and are filed separately. The basic records in each type of case are listed below:

Industrial - maps of plant areas and plans of plant facilities
Inspectors' reports of field trips - concerned with enforcement of regulations, relaying information to plant management, followup visits, progress notes
Newspaper clippings
Correspondence between Commission staff and responsible officials
Correspondence and reports from other state agencies regarding pollution problems
Laboratory Analysis Reports
Report of Inspection (Form F-1)

Municipal - Basic Data Report - Inventory of Sewage and Industrial Waste Facilities (Public Health Service form)

Streams - Drainage maps
Summaries of water sample or analytical reports
Laboratory Analysis Reports
Data for Development of Comprehensive Program - (completed by State for Public Health Service)

RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN DEPARTMENTAL OFFICES FOR EIGHT YEARS. BEGINNING IN 1964, AND AT FOUR-YEAR INTERVALS THEREAFTER, TRANSFER TO STATE RECORD CENTER THE EARLIEST FOUR YEARS.

3.

LABORATORY ANALYSIS REPORTS

Size: 8½" x 11"
Dates: 1949 - -
Quantity: Storeroom: 6 cubic feet
File Arrangement: Chronological

This item is composed of all records which are basic to the analysis of water samples. The Laboratory Analysis Reports and other related records are listed and described below:

Laboratory Analysis Reports - These are usually prepared in quadruplicate. The Laboratory retains one copy, and the others go to the Case Folder File, the field engineer, and the company. The Report form gives the report number, date, sampling locations, sample number, and for each sample

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SECRETARY

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5. Description of Records

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analyzed it gives a numerical value for solid matter, turbidity, oxygen content, biochemical oxygen demand, color, PH, temperature, and oil content. Other information given is the date the sample was collected, the date received, the date the report was made, the names of analysts, and the name of the person checking and approving the report.

Laboratory Data Books (9" x 12") - These contain Sample Identification Sheets mounted on pages opposite the calculation sheets which are a reduced-size working copy of the Laboratory Analysis Report form. The Sample Identification Sheets give all descriptive information necessary to make the analysis.

Worksheets - These are sometimes attached to the Sample Identification Sheets. Calculations are performed on the worksheets and entered on the calculation sheet. These records (Laboratory Data Books and Worksheets) substantiate the accuracy of analyses and are occasionally necessary in court actions in which the Commission is involved.

The recommendation below applies only to the above-mentioned records maintained by the Laboratory.

RECOMMENDATION: ^{FIVE} RETAIN FOR THREE YEARS AND THEN DESTROY.

4. STREAM PROGRAM SURVEY FILE

Size: 8 $\frac{1}{2}$ " x 11"

Dates: 1957 - -

Quantity: $\frac{1}{2}$ cubic foot

File Arrangement: By type of record

This file is concerned with the organization, planning, and justification of a prospective program which will concern itself with the provision of more complete information on the sources and effects of pollutional discharges, stream and tidal water quality, and desirable water uses. Material in the file includes notes on the prospectus of the program and survey reports on streams suspected of pollution together with water sample analysis reports. The new program, to be undertaken by the Stream Survey and Study Section (July 1, 1960) will be financed primarily through Federal funds under the provisions of Public Law 660.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO STATE RECORD CENTER.

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5. ORGANIZATION STUDY FILE (FILES ON PROPOSED MERGER)

Size: 8½" x 11"
Dates: 1946 - -
Quantity: ½ drawer (1 cubic foot)
File Arrangement: Chronological

This item is composed of several categories of material, the majority of which relate to matters affecting the Commission's relationship with the Department of Health. For purposes of description and retention the file has been divided into the following general categories:

Reports and miscellaneous data on the Health Department's plans for a merger with the Commission

Correspondence with individual members of the Commission - largely with regard to the proposed merger

Correspondence and other data relating to organization studies by the Commission on Administrative Organization of the State (Sobeloff Commission, 1952)

Correspondence in regards to study made by the Maryland Self Survey Commission, 1957

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO STATE RECORD CENTER.

6. PERSONNEL FILES

Size: 8½" x 11"
Dates: 1946 - -
Quantity: ½ drawer (1 cubic foot)
File Arrangement: Separate files for active and former employees--alphabetical within each

The Commission maintains a personnel folder for each active and former employee. Each folder contains an individual's application (SEC 102), various official notifications initiated by the Commissioner of Personnel, and correspondence with or about the individual.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EMPLOYEE'S SEPARATION AND THEN DESTROY.

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7. STAFF WORK SHEETS

Size: 8 $\frac{1}{2}$ " x 11"
Dates: 1948 - -
Quantity: 1 drawer
File Arrangement: Alphabetically by name of staff member and chronologically therein
Disposable Amount: $\frac{1}{2}$ cubic foot

These sheets record staff activities on a daily basis. Activities recorded include field trips and vacation leave. The sheets which are currently maintained provide space for each day of the month and summarize the employee's status on a particular day.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. GENERAL FILE:

Size: 8 $\frac{1}{2}$ " x 11"
Dates: 1946 - -
Quantity: 6 drawers (11 cubic feet)
File Arrangement: Alphabetical by name, subject, or type of record
Annual Accumulation: 1 cubic foot (estimated)

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The General File is composed of correspondence, reports, and reference material assembled by the Commission for information purposes. Correspondence falls into the following general categories: certificates of approval on industrial waste treatment and disposal facilities (record copies filed in Case Folder File, Item 2) correspondence with professional organizations and associations; correspondence with Federal agencies concerning requests and acknowledgments for publications and reports, completion of questionnaires, and arrangements for grants and projects; and correspondence with companies. Reports are on water sampling and analysis completed by various companies throughout the State. Reference material in the file represents a cross section of publications and reports on many aspects of water pollution and related subjects. Included in this category are Climatological Data and agendas, reports, and minutes of the Interstate Commission on the Potomac River Basin. Reference material and the duplicate certificates of approval are non-record within the meaning of the statute governing non-record material (Article 41, Section 179), Annotated Code of Maryland, 1957 Edition and may be destroyed when no longer needed.

RECOMMENDATION: TRANSFER REPORTS AND PUBLICATIONS TO PAMPHLET FILE. RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

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REQUIREMENT FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

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9. MARYLAND AGENCY FILE

Size: 8½" x 11"

Dates: 1957 - -

Quantity: 2 cubic feet

File Arrangement: Alphabetical by name of agency

This file is composed of correspondence with other State agencies and publications or other data received from them. The majority of the material is being retained for information purposes and is useful for short periods of time. Printed or mimeographed material in the file is considered to be non-record within the meaning of the statute governing non-record material (Article 41, Section 179) Annotated Code of Maryland, 1957 Edition, and may be destroyed when it is no longer needed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

10. CORRESPONDENCE--OTHER STATES

Size: 8½" x 11"

Dates: 1946 - -

Quantity: 2 drawers (4 cubic feet)

File Arrangement: Alphabetical by name of state

Annual Accumulation: ½ cubic foot

This file is composed of correspondence with water pollution control agencies in other states and is concerned with requests for publications or information. Publications and other collected data in the file may be considered non-record within the meaning of the statute governing non-record material (Article 41, Section 179) Annotated Code of Maryland, 1957 Edition, and may be destroyed when they are no longer needed. The recommendation below pertains only to correspondence.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

11. GENERAL ASSEMBLY FILE

Size: 8½" x 11"

Dates: 1947 - -

Quantity: 1 drawer (1 cubic foot)

File Arrangement: Chronological by year

This is a work file composed of "Legislative Routine" clippings from the Sunpapers, printed bills, correspondence with members of the Legislature concerning specific legislation of interest to the Commission, and data relating to actual or proposed laws. The recommendation below applies only to correspondence. All other

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material in the file is considered non-record within the meaning of the statute governing non-record material (Article 41, Section 179) Annotated Code of Maryland, 1957 Edition, and may be destroyed when it is no longer needed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

12. CARD FILES (MUNICIPALITIES, COMPANIES, STREAMS AND LAKES)

Size: 6" x 9"
Dates: 1946-1953
Quantity: 6 card drawers (2 cubic feet)
File Arrangement: see below
Annual Accumulation: discontinued

The Card Files included in this item contain information on sanitary and industrial waste treatment facilities and the waters affected by them. Specifically, these files are:

Municipalities - Treatment and Location (by county and by name of community). Each card gives the name of the community, the sanitary district designation, population, portion of population served by sewers, type of ownership of system, and information on the treatment plant (date built, capacity, population served, location of discharge, and a description of the drainage basin). The file covers the period 1946-1947.

Keysort Cards (by name of company) - give the name of the company, address, stream, number of employees, average daily production, population served, population equivalent, products, average waste flow, the date treatment facilities were completed and approved, the nature of downstream water use, and the estimated cost of treatment facilities. (1951-1953).

Maryland Streams and Lakes (by county). This is a stream inventory giving the name of the stream, the city and county, the classification, the water to which it is tributary, the amount of main stream flow, the drainage basin, drainage area, location of stream, location of gauging stations, location of sampling stations, main industrial-municipal uses, location of sewage outfalls, and an appraisal of general stream condition.

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Industries (by county of location). Each card gives the name of the plant, address, the number of employees, products, and the county in which the plant is located. A similar file is maintained for industries located in Baltimore City.

Industries (by type of product). Each card gives the name of the company, address, the number of employees, products, quantity of wastes, types of wastes, nature of treatment, and the point of discharge or the receiving stream.

RECOMMENDATION: DESTROY ACCUMULATION.

13.

ACCOUNTING RECORDS

Size: 8½" x 14"

Dates: 1951 - -

Quantity: 4½ drawers (9 cubic feet)

File Arrangement: Chronological

Annual Accumulation: 1 cubic foot

Disposable Amount: 5 cubic feet (estimated)

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry, the Ledgers and Journals, are to be retained permanently. Specifically, these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S Memorandum of Adjustment

E-1 and E-½ Distribution of Charges

DD-1 Transmittal

Certificate of Deposit and Bank Deposit Slip

R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited

Distribution of Unexpended and Obligated Balances

Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A Requisition for Supplies

47-A Purchase Order

100- 16 Out-of-Schedule Requisition for Supplies

39-A and 40-A Stores Requisition

CF-2 Copy of Contract Awarded

CF-1 Capital Fund Requisition for Equipment

100/24 Actual Emergency and Repairs Report

27-A Copy of Contract Awarded

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CF-3 Copy of Contract Awarded
Delivery Invoice
26-A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)
formerly BB-1

Budget Schedule Amendment Sheet
B.P. Inv. R101 Report of Fixed Assets (annual)
B.P. Inv. R102 Report of Materials and Supplies (annual)
B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)
Budget Form
Nos. 1 thru 11 Budget Estimates Fiscal Year
BB-40 Request for Position Action

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Canceled Checks

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

14. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

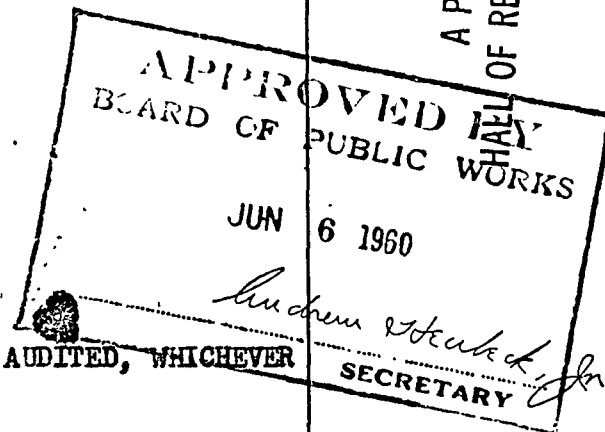
PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

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RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

15. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

16. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

Leave applications

Doctors' certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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